IOT

Indiana Office of Technology

Powering a State that Works

Access Indiana

User Guide

2/1/2017

Table of Contents

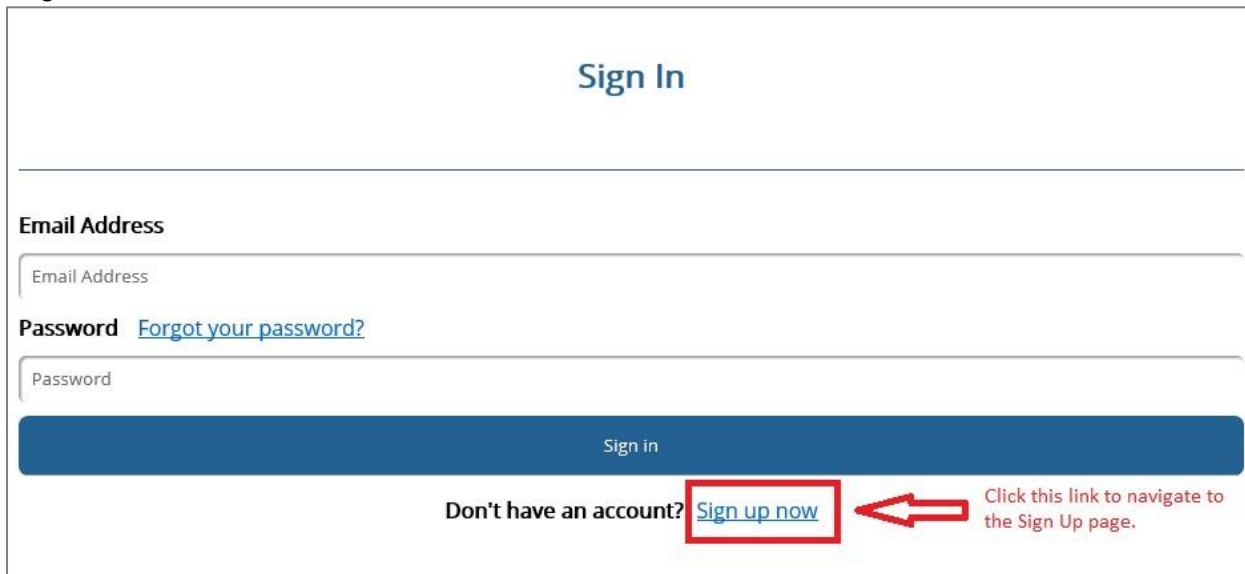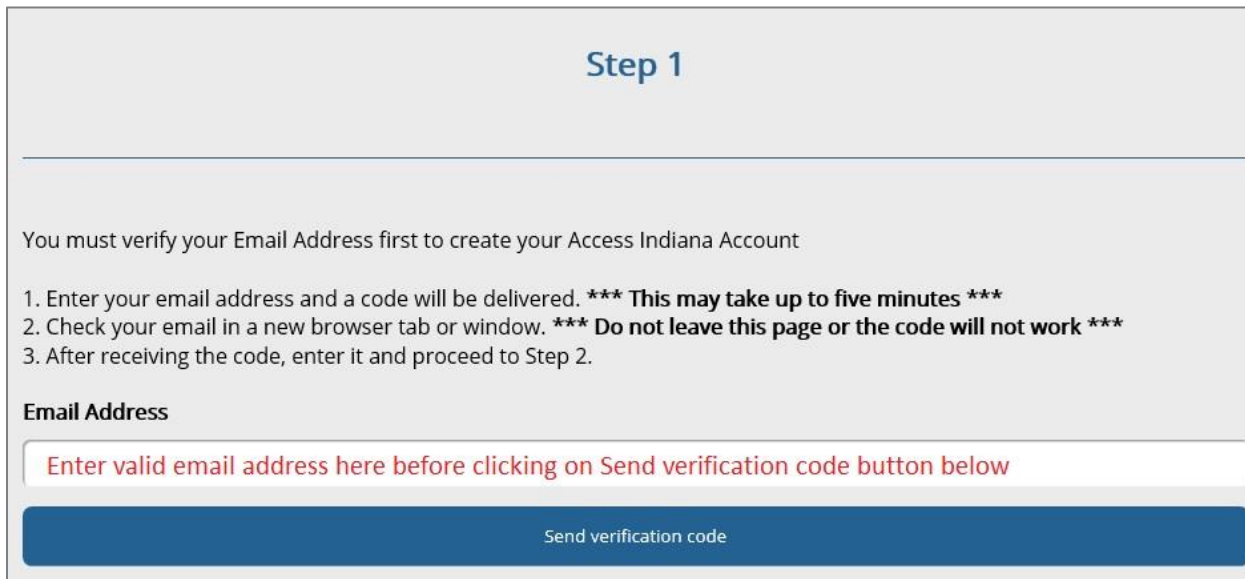## *Section 1: Sign Up for a New Account*

1. From the Sign In screen, click on the link "**Sign up now**" located below the large blue "Sign in" button.

PLEASE NOTE: On the Sign Up page, fully complete Step 1 before proceeding to Step 2.

2. Enter a valid email address in the text box and then click on the "**Send verification code**" button.

3. Open a new browser tab or window to check your email for the verification code being sent to the address provided in the previous direction. The email is being sent from Access Indiana <no-reply@in.gov> and may take up to five minutes to arrive.

4. Enter the 6-digit verification code from the email you received into the text box and then click on the "Verify code" button. If you did not receive an email you can click on the "**Send new code**" button.

Step 1

You must verify your Email Address first to create your Access Indiana Account

1. Enter your email address and a code will be delivered. ***** This may take up to five minutes *****
2. Check your email in a new browser tab or window. ***** Do not leave this page or the code will not work *****
3. After receiving the code, enter it and proceed to Step 2.

Email Address

Your email address will be displayed here

Verification code

Enter 6-digit verification code from email here and then click "Verify code" below ✕

Verify code

Send new code

5. Once the code has been verified proceed to Step 2 on the right side of the screen. *If you have not entered a valid verification code from Step 1, you will be unable to enter any information in the Step 2 fields.* Fill in the requested information and then click the "**Create**" button.

Step 2

Create New Password

*8-16 characters, containing 3 out of 4 of the following: Lowercase characters, uppercase characters, digits (0-9), and one or more of the following symbols: @ # $ % ^ & * - _ + = [ ] { } | \ : ', ? / ` ~ " ( ) ; . This information is required.*

> New Password

Confirm New Password

> Confirm New Password

First Name

> First Name

Middle Initial

> Middle Initial

Last Name

> Last Name
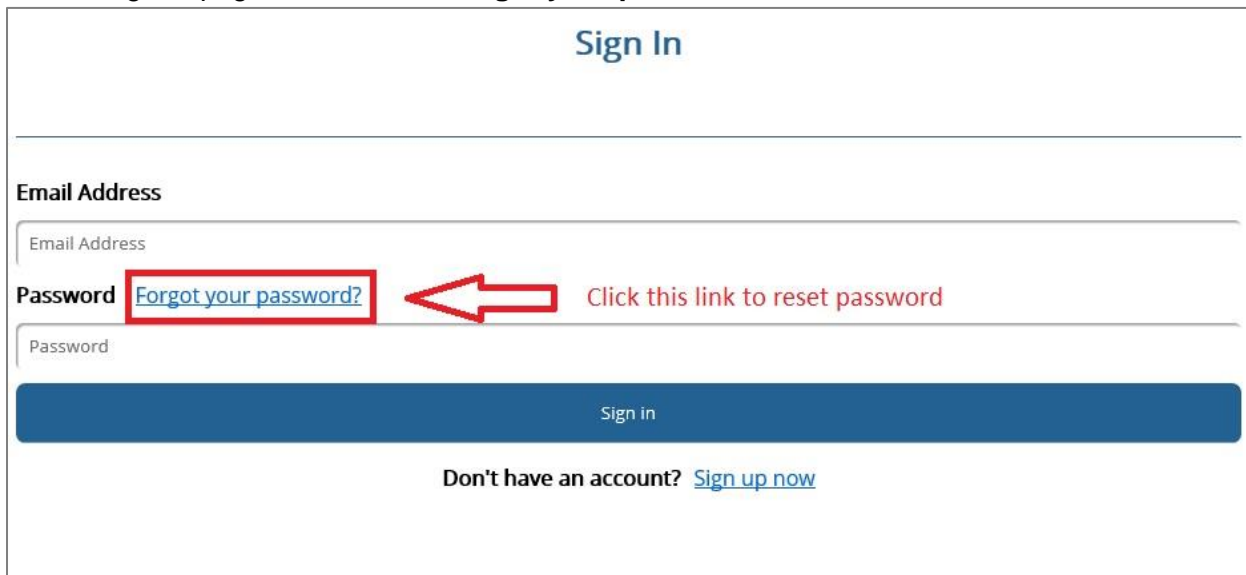
Phone Number

> Phone Number

Create	Cancel

Your new Access Indiana account should now be created.

Section 2: Reset Your Access Indiana Password
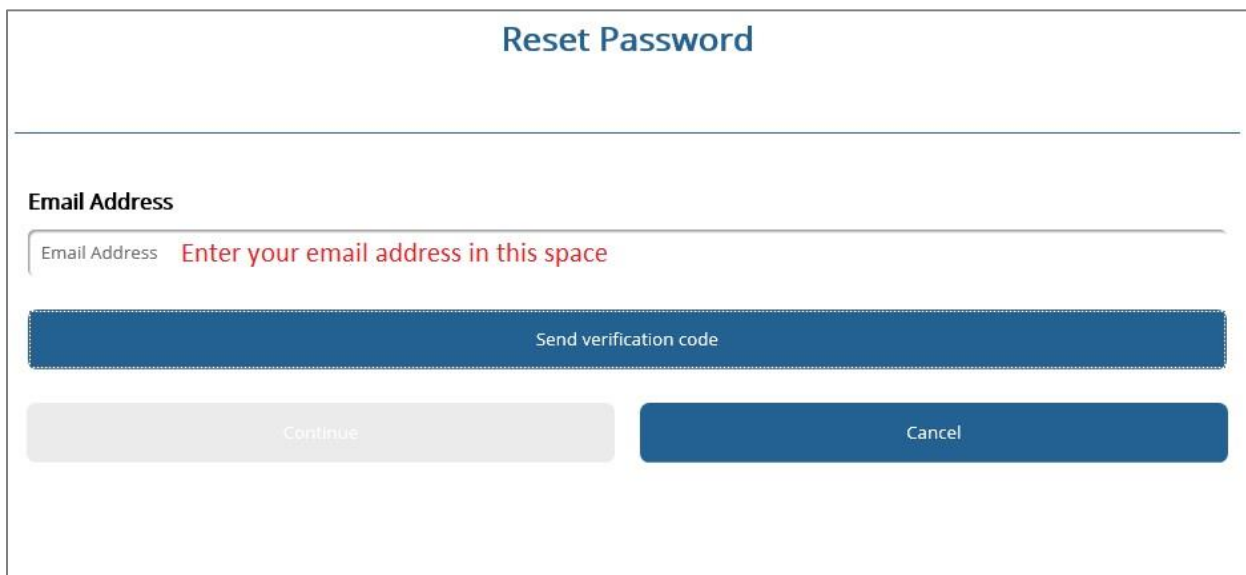
1. On the Sign In page, click on the "**Forgot your password?**" link.

2. On the Reset Password screen, enter your email address in the text box and then click on "**Send verification code**".

3. Open a new browser tab or window to check your email for the verification code being sent to the address provided in the previous direction. The email is being sent from Access Indiana <no-reply@in.gov> and may take up to five minutes to arrive.

4. Enter the 6-digit verification code from the email you received into the text box and then click on the "Verify code" button. If you did not receive an email you can click on the "**Send new code**" button.

Reset Password

Email Address

Your email address will be displayed here

Verification code

Enter 6-digit verification code from email here and then click "Verify code" below ✕

Verify code

Send new code

Continue

Cancel

5. On the next screen you will see your email address listed in a text box that cannot be edited. Click "**Continue**".

Reset Password

Email Address

Your email address will be listed here and cannot be changed

Continue

Cancel

6. You will now be able to enter a new password on the next screen. Make sure to enter the same password in both the New Password and the Confirm New Password text box and then click on the "**Continu**e" button below to complete the password reset.

Reset Password

New Password

New Password

Confirm New Password

Confirm New Password

Continue	Cancel

Your password for Access Indiana will now be set to what you have chosen.